

**Office Painting and Decoration Policy
Lyman Briggs College**

Revised January 2018

Lyman Briggs College is committed to making the offices that faculty, staff, and advisors are assigned as comfortable and as pleasant to use as possible. To that end, the college can occasionally repaint an office when its walls become dingy or scratched or are in disrepair. There are three ways an office can be repainted and/or decorated:

- 1) An office occupant may request that the college hire painters to paint an office. The cost for this is estimated at about \$1500, so there are a limited number of these requests that the college can honor each year. Repainting is typically done during the summer months. Requests to have an office repainted are due to the Associate Dean for Research and Faculty Development by May 15 and decisions about which offices will be repainted will depend on need as determined by the Associate Dean and the availability of funds. Offices painted at college expense will be painted a neutral color of the occupant's choice.
- 2) An office occupant may use personal or startup funds to paint an office. Please contact the Associate Dean for Research and Faculty Development to make arrangements to pay to have an office repainted. Offices painted at the occupant's expense can be painted whatever color the occupant chooses, with the caveat that the occupant is responsible for the additional cost of repainting the office a neutral color when the office is vacated.
- 3) Faculty, staff, and advisors are free to decorate the offices they are assigned in any reasonable way they see fit. For instance, many individuals have added area rugs or wall decorations to brighten up the spaces. The college has some decorating supplies available. Please contact the Associate Dean for Research and Faculty Development to make arrangements to use these materials. Offices can be decorated in the manner and at the discretion of the occupant, with the caveat that the occupant is responsible for returning it to a neutral palette when the office is vacated.